



Reconciliation/Closeout Best Practices

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- Seton Hall University
 - South Orange, New Jersey
- Undergraduate, Graduate, and Law programs
- Enrollment = 10,000

Direct Loan Profile

- Year 1 school
- Loan Volume = \$40,000,000
- EDExpress software was used during first2 years of DL participation
- SCT Plus system is currently used
- Currently operating at "Standard" participation - formerly "Level 1/ Option 2"



- Years 2/3 & 4 unreconciled
- Cumulative ending cash balance well into the six figures



- Years 2/3 reconciled SHU is due a credit
- Year 4 is officially closed out with a \$0 balance
- Year 5 is near completion

Direct Loan Operational Flow

- Loan origination is performed via the SBA 800 program
 - SBA 800 also creates change records
- SHU receives acknowledgement of the origination and change files acknowledgements are uploaded to the mainframe via the SBA 810 program

Direct Loan Operational Flow

- LOC mails MPNs and disclosure statements once origination records are accepted
 - 30 day follow-up
 - 60 day follow-up
- SHU receives DIPA file, which is uploaded to the mainframe via the SBA 810 individual student records are populated with a PN status of "A"

Direct Loan Operational Flow

- SBA 590 posts a credit to the students' bursar accounts
- SBA 860 creates the DESD file
- SHU receives disbursement file acknowledgement - SBA 891 uploads the acknowledgement to the system
- The loans are booked!



- SBA 890 report
 - Origination rejects
 - Disbursement rejects
 - Originations with no response
 - Disbursements with no response
 - Prom notes with no response (not currently in use at SHU)



- Internal Compare report
 - compares the loan earned paid field from the S.I.S. system with the loan detail on the 732 report
 - discrepancies are identified and researched